

Senior Executive- Further Particulars

Ref: NEFSE101



NEF Overview

The New Engineering Foundation (NEF) was established in 2004 as an independent and strategically focused charity and think-tank that works with key partners and stakeholders to support the advancement of vocational education in Science, Engineering & Technology. It delivers its mission through three key areas of activity:

- Research, Policy and Advocacy
- Programmes and Resources
- Knowledge and Technology Transfer

Our mission is to achieve measurable and visible improvement through collaboration and partnership by providing a shared vision which:

- Engages all the key national and regional stakeholders
- Enriches teaching and learning professionalism
- Enhances and develops the capability of individuals , providers and industry
- Empowers change in individuals (teachers, trainers and tutors), providers and industry

The NEF is an LSC approved provider and its work is guided by an Advisory Panel of Experts with representation from business and industry, academia, government, public sector agencies and educational trusts as well as other interest groups.

The NEF provides support and advice to Government Ministers, parliamentarians and other policy makers on such areas as productivity and skills development, knowledge transfer and business innovation.

The NEF is funded by charitable contributions and donations, as well as, through bidding for projects.

Notes to Applicants

The closing date for this post is on **21 February 2010**. Interviews are due to be held at the Institute of Directors, 116 Pall Mall w/c 22 Feb or 1 March. Due to the volume of applications received for such positions, only applicants who are invited for the initial interview will be contacted.

To apply please complete the application at www.neweng.org.uk/jobs and return this, along with a CV and covering letter, to admin@neweng.org.uk. Please note that CVs/covering letters in isolation will not be accepted.

The NEF is based in South West London (Putney- SW15 2PZ) and operates a 35 hour week with normal business hours of 9.30-17.30, Monday-Friday with one hour for lunch. Employees are allocated 24 days holiday per annum.



Job Description

Reporting to a member of the senior management team, the NEF Senior Executive will be expected to:

- Manage specific projects where key expertise is required
- Participate in the delivery of NEF's key programmes
- Support NEF's programme of research
- Promote NEF's work and its portfolio of initiatives
- Represent NEF and its mission at key stakeholder and client meetings
- Undertake business development activities, as required
- Engage in other relevant NEF activities as required by the Chief Executive and his senior management team

Person Specification

Essential Criteria	A	I	T
Knowledge and understanding of skills issues/challenges and industry needs (in terms of shortages) in science, engineering and technology	✓	✓	
An understanding of issues facing both Further and Higher Education	✓	✓	
A background in Knowledge and Technology Transfer (KTT)	✓	✓	
Knowledge of UK Educational Policies	✓	✓	
First degree qualification with appropriate postgraduate qualification(s) and relevant experience	✓		
Background in science and/or engineering	✓		
Significant experience of planning and delivering training and development programmes, workshops and seminars			✓
Experience of writing successful bids and proposals	✓	✓	
Ability to network and market products to appropriate audiences		✓	✓
Measurable experience of successfully setting up and running projects		✓	✓
Excellent communication skills (both oral and written)	✓	✓	
Experience of conducting desk research	✓		
Strong interpersonal skills, including the ability to work effectively within a team		✓	
Initiative and ability to self-manage		✓	
A willingness to travel nationwide (occasional overnight stay required)	✓		
Currently hold the right to work in the UK	✓		

* A= Application, I= Interview, T= Test